

The Also Known As (AKA) File

① The change we will make.	② The reason why the change is needed.	③ Things we intend to do.	④ Things we need to make the change.	⑤ We should not look for change until...	⑥ How we'll confirm the change.	⑦ The way we'll collect the data.	⑧ When we'll collect it.	⑨ Who will collect it.
<p>AKA Outcomes</p> <p>AKA Intermediate outcomes</p> <p>AKA Ultimate outcomes</p> <p>AKA The improvement we intend to demonstrate we established</p> <p>AKA The benefits, changes or improvements that will result from your implemented program or project [2]</p> <p>AKA The changes that occur in people, institutions, or conditions as a result of a program's inputs, and activities. [1]</p> <p>The measurable results you expect to achieve with funding by the end of the program [5]</p>	<p>AKA Rationale</p> <p>AKA Background and needs[3]</p> <p>AKA Need/niche [5]</p>	<p>AKA Activities</p> <p>AKA Inputs</p> <p>AKA The processes an organization employs to produce outputs and move toward outcomes [1]</p> <p>AKA The methods and actions undertaken to achieve the outcomes. [2]</p> <p>AKA The critical activities you will undertake to help you achieve your outcomes [5]</p> <p>CONFUSION ALERT! AKA objectives: <i>Objectives describe the activities you will do to achieve the purpose of your proposal. Objectives should be described in a way that gives a specific timeline for their completion and should be tracked to measure progress toward their achievement</i> [3]</p>	<p>AKA Inputs</p> <p>AKA Ingredients needed to conclude the activities and accomplish the outcomes [2]</p> <p>AKA The resources dedicated to or consumed by the program.[1]</p> <p>AKA Resources, contributions and investments that are made in response to the situation. [4]</p>	<p>AKA The way change is observed and the data you will collect to measure progression towards an outcome. [2]</p> <p>AKA The specific units of information that track an organization's outputs and its progress toward achieving its intended outcomes. [1]</p>	<p>AKA Indicators</p> <p>AKA Targets</p> <p>AKA Objectives</p> <p>AKA The numerical goals for a program's level of achievement on its outputs and outcomes within a given timeframe.[1]</p> <p>AKA How we'll know the things we do have been done well enough to give us our desired improvement.</p> <p>AKA My criteria that convince me the program has been implemented well enough to reach its goals. AKA How you will know you are making progress toward your proposed outcomes [3]</p> <p>AKA "How will you evaluate your work?" [6] (Caution: answering this question requires information from column 6 and 7-9)</p>	<p>AKA Methods, Tools, Instruments</p> <p>AKA "How will you evaluate your work?" [6]</p>	<p>AKA Timeline</p> <p>AKA "How will you evaluate your work?" [6]</p>	<p>AKA Persons or entity responsible for evaluation. [2]</p> <p>AKA The staff or the external evaluator who will conduct the evaluation, and the experience or qualifications they have in conducting evaluations. [3]</p> <p>AKA "How will you evaluate your work?" [6]</p>

[1] Hewlett Foundation "Guidelines for Grant Proposals"

[2] Paul Mastrodonato, NonProfit Works

[3] California Endowment grant application guidelines

[4] University of Missouri Extension

[5] San Francisco Foundation "Intent to Apply Guidelines"

[6] San Francisco Foundation "Intent to Apply Form"

One Page Overview

Name of Program/Project/Initiative: _____ Organization: _____ Date: _____

Purpose of Program/Project/Initiative: _____ Strand Label: _____

One Page Overview

1 The change we will make.	2 The reason why the change is needed.	3 Things we intend to do.	4 Things we need to make the change.	5 We should not look for change until...	6 How we'll confirm the change.	7 The way we'll collect the data.	8 When we'll collect it.	9 Who will collect it.

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Part by Part Worksheet
PART 1: Your desires and what you can control

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Part by Part Worksheet
PART 2: Criteria for successful implementation and targets of success

<div>⑤</div> <div>We should not look for change until...</div>	<div>⑥</div> <div>How we'll confirm the change.</div>

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Part by Part Worksheet
PART 3: Evaluation

7 The way we'll collect the data.	8 When we'll collect it.	9 Who will collect it.